

step 1

Select the **Contacts** tab. Select checkboxes to choose contacts.

step 2

Select **Send Email** icon.

step 3

Complete the fields on the Compose Email screen

- Enter Subject
- Select Category
- Select Template Type shortcut

step 4

Select **Preview Email** if desired. After preview use the back arrow to return to 'Compose Email' screen.

step 5

Select **Send Email**. Emails will be logged for future reference. You may review a log of the emails by selecting the Email Log link from the contact detail screen in Contacts.

